

# **Fire Program Analysis (FPA) System**

## **Implementation** **Coordination Group**

### **Charter**

**March 17, 2004**

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## **I. Purpose**

The Fire Program Analysis (FPA) system must be developed and implemented through a coordinated interagency effort in order to successfully achieve an optimal level of program effectiveness. The Memorandum of Understanding (01/16/04) for the Implementation Coordination Group (ICG) establishes the understanding that each agency agrees to serve as a participant in the implementation of the FPA system by developing working relationships and coordination efforts. The Purpose of ICG is to ensure there is a coordinated interagency effort to successfully implement FPA. These efforts include obtaining congruency among the agency's policies and directions in fire management planning and budget development.

## **II. Scope of Action**

The scope of the ICG is to coordinate and schedule the national interagency implementation of FPA including identifying and delivering programmatic training. Implementation is defined as the following;

- Establish a strategy that addresses and resolves issues affecting consistent and timely field application of the FPA system.
- Oversee development and delivery of training for programmatic application for system users and fire planners.

## **III. Objectives**

Specific objectives to be accomplished by the ICG include the following:

- Liaise with FPA Core Team, agency specialists, and Prototype personnel to develop criteria and resolve issues related to Fire Planning Units (FPUs) and Fire Management Units (FMUs).
- Coordinate development of interagency Fire Planning Units (FPUs) and Fire Management Units (FMUs), through involvement of local interdisciplinary staff (i.e., natural, cultural, and social resource management, etc.).
- Work with interagency geographic area fire management and budget planners to resolve local FPU and land managers' issues, including collaboration issues, and issues involving the sharing of fire management resources.
- Assess the workload required to conduct programmatic FPA training and develop an associated budget.
- Collaborate with the Core Team and National Fire Planners to develop training curricula for fire program planning and budgeting.
- Coordinate the delivery of programmatic FPA training to fire planning and budget staff.
- Collaborate with the Core Team to develop an interagency user's handbook/desk guide for programmatic implementation of FPA.
- Assist the FPA Core Team in coordinating plans and schedules for implementing FPA software application.
- Coordinate the interagency transition and scheduling from the use of existing legacy systems to FPA.
- Identify, draft, and/or recommend new policies required for interagency implementation of FPA.

#### **IV. Membership**

The ICG will consist of a core group comprised of one representative from each agency and personnel representing specific areas of expertise as needed. These additional positions may be added upon approval by the FPA Steering Committee.

- USDA Forest Service
- USDI Bureau of Land Management
- USDI National Park Service
- USDI Fish & Wildlife Service
- USDI Bureau of Indian Affairs

Individuals and workgroups of subject matter specialists on details, contracts, and informal assignments will assist the ICG and will not need approval from the Steering Committee.

The National Association of State Foresters may establish a liaison with the ICG who will represent state forestry organizations in collaborative efforts to implement FPA.

A Management Assistant position that works for the ICG to administer the day-to-day activities of the ICG will be established. An administrative technician, to be shared with the FPA Core Development Team, may be hired at the discretion of the ICG and the FPA Development Team.

#### **V. Organization and Responsibilities**

All the ICG members will be designated to perform as liaisons to one or more geographic areas. The five core ICG members that represent their respective agency are also responsible for ensuring timely communication with their agency at appropriate levels, and with their respective agency's FPA Core development team member. Specifics of these roles and processes related to communications will be defined in the ICG's Communication Plan.

A Chair and Deputy Chair will be selected by the ICG core members from the core membership. The Chair role will rotate annually on Jan 1<sup>st</sup> with the Deputy Chair assuming the Chair role. Chair functions include serving as the primary contact for the Business Liaison to or from the ICG and general oversight for the Management Assistant. (The Management Assistant's formal 'supervisor' will be the respective ICG core member which represents the Management Assistant's agency. If the Management Assistant role is contracted, the Chair will provide its oversight).

The Management Assistant position will work for the ICG and will not supervise activities of the ICG. It will provide a focal point for group cohesiveness. This position will manage and support the ICG work-plan and schedules to enhance efficient and effective ICG business activities. Such tasks shall include but are not limited to: organize and track tasks and data; coordinate workloads; develop ICG meeting agendas; schedule conference calls; facilitate meetings and document results; supervise any ICG administrative support personnel; and maintain communication with ICG members, FPA Core Development Team, and Steering Committee. Issues impacting the completion of

workgroup assignments and overall FPA implementation will be tracked by the Management Assistant and conveyed to the Chairperson for appropriate resolution.

The Steering Committee and the Fire Directors will rely upon a Business Liaison to provide oversight for the activities of FPA Development and Implementation personnel. The ICG member's formal supervision responsibility will remain with their respective agencies.

## **VI. Funding Responsibilities**

Each Agency involved in the FPA process (USFS, BIA, NPS, BLM, and FWS) will provide an ICG member and fully fund their salary, travel, and incidental supplies. These staffing funds will be in addition to FPA project funds or other common funding provided by the Interior agencies or the Forest Service.

Funding to support salary, travel, and incidental supplies for ICG's staff, (e.g. support expertise members, Management Assistant, and administrative support), will come from either funds specifically budgeted for project development and administration or other agency specific funds. The funding source will vary by the type of position and will be determined by the Steering Committee.

The Bureau of Land Management will provide (cost shared with the other agencies) office space and logistical support (phones, computers and software) for those ICG members and support staff collocated with the FPA Core development team.

A multi-year operating budget will be developed by the ICG to encompass all personnel and support costs. This budget will identify the funding source for the respective item. Anticipated expenditures not already included in the ICG operating budget will be approved by the Steering Committee and or the FPA Project Manager.

## **VII. Communication Protocol**

### Internal ICG Interaction:

- Meetings – A meeting schedule will be included as part of the work plan and schedule. The ICG will meet at least once each week, either by conference call or face to face. At least one face-to-face meeting will occur each month.

The ICG communication plan will address the specific protocols for interacting with the following groups.

- FPA Steering Committee
- FPA Core Team
- Project Contractor
- Geographic Areas
  - Liaisons
  - FPU Prototypes
  - FPU Team Members
- Agency Fire Program Managers
- Agency Line Officers
- Fire Management Planners
- Fire Budget Planners
- Implementation Working Teams
  - Subject Matter Experts
  - NARTC
  - Contractors
- Tribal Entities
- Other Stakeholders

## VIII. Approval

This charter is effective as of the date of the last signature. By signing, the signature indicates agreement and support of the Implementation Coordination Group's portion of the overall Fire Program Analysis project.

***Signed: Sue Vap***

3/17/04

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Sue Vap, National Park Service

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(Date)

***Signed: Jim Stires***

3/17/04

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Jim Stires, Bureau of Indian Affairs

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(Date)

***Signed: for Timothy Murphy***

3/17/04

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Larry Hamilton, Bureau of Land Management

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(Date)

***Signed: Phil Street***

3/17/04

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Phil Street, Fish and Wildlife Service

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(Date )

***Signed: for Alice Forbes***

3/17/04

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Jerry Williams, U.S. Forest Service

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(Date)

***Signed: Stephen Botti***

3/17/04

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Steve Botti, FPA Steering Committee Chairman

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(Date)

***Signed: for John C. Noneman***

3/17/04

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Dan Keller, FPA Project Manager

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(Date)

## Appendix A – Geographic Area Assignments

Assignments may be adjusted at the discretion of the ICG members

<b>Geographical Area</b>	<b>Lead Core Member</b>
Pacific Northwest	Amanda
California	Bill
Great Basin	Scott
Southwest	Scott
Alaska	Jim
Eastern	Cal
Southern	Cal
Northern Rockies	Bill
Rocky Mountain	Jim

<b>Prototype</b>	<b>Lead Core Member</b>
Central Oregon	Amanda
Southern Sierra	Bill
Mississippi	Cal
Alaska	Jim